



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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TO: All Supplemental Nutrition Assistance Program (SNAP) Manual Holders

FROM: Tammy Poppe, Supplemental Nutrition Assistance Program (SNAP) Officer
Yvette Barnier, Supplemental Nutrition Assistance Program (SNAP) Officer
Melinda Cummings, Supplemental Nutrition Assistance Program (SNAP) Officer
Penny Hunsaker, Supplemental Nutrition Assistance Program (SNAP) Officer

RE: Supplemental Nutrition Assistance Program (SNAP) Updates

Enclosed is the revised manual material for your Supplemental Nutrition Assistance Program (SNAP) policy manual. Please contact your Regional Policy Specialist if you have questions or concerns about the revisions and clarifications.

Unless otherwise indicated in the text of the manual material all policy in this mailing should be applied to:

1. Applications received in April;
2. Recertifications due in April for May benefits;
3. Six month reports due in April for May benefits; and,
4. Changes reported in April for May benefits (changes are acted on according to households' reporting requirements).

BULLETINS STILL IN EFFECT

None

BULLETINS TO BE REMOVED

FS 58	FS 302-1	Eligible Alien Status (Special Immigrants)	04/21/08
SNAP 64	SNAP 104-1	Application Approval or Denial (Initial Month Proration)	09/09/08
SNAP 65	SNAP 602-4	Deductions (Shelter – Utility Allowances Increase)	10/24/08
SNAP 66	SNAP 602-4	Deductions (Shelter – Space Heaters)	12/02/08

REMOVE FROM THE MANUAL

Manual Section	Subject	What/Date
0-1	Table of Contents	Entire Section/01/01/09
0-4	Glossary	Entire Section/10/01/06
001	Gross and Net Monthly Income Standards/ Thrifty Food Plan	Entire Section/03/01/09
102-1	Civil Rights	Entire Section/04/01/08
104-1	Application Approval or Denial	Entire Section/10/01/08
105-1	Expedited Services	Entire Section/10/01/08
105-2	Destitute Migrant and Seasonal Farm Workers	Entire Section/12/01/98
201-6	Group Homes	Entire Section/10/01/05
301-2	Eligible Alien Status	Entire Section/10/01/07
304-1	Categorical Eligibility	Entire Section/10/01/08
400	Overview	Entire Section/10/01/07
602-2	Deductions (Earned, Standard, Dependent Care, and Child Support)	Entire Section/10/01/08
602-4	Deductions (Shelter)	Entire Section/10/01/08
800	Overview	Entire Section/04/01/06
803-1	Disqualification/Regaining Eligibility	Entire Section/05/01/08
900	Overview	Entire Section/04/01/03
901-1	Replacement Conditions	Entire Section/10/01/07
901-2	Replacement Codes-EBT	Entire Section/02/01/02
902-1	Montana Access Card Returned/Re-Mailed	Entire Section/10/01/04
903-1	Montana Access Card (EBT) Replacements	Entire Section/04/01/03
905-1	Montana Access (EBT) Expungements	Entire Section/04/01/03
1504-1	Over Issuance	Entire Section/10/01/08
1506-1	Requesting a Fair Hearing/Continuation of	Entire Section/04/01/06
1506-2	Administrative Review	Entire Section/04/01/06
1506-3	Fair Hearing Procedure	Entire Section/04/01/06
1600	Forms	Entire Section/04/01/08
1702-1	FS E&T Operators	Entire Section/04/01/03
1704-1	Nutrition Education Programs	Entire Section/04/01/03

POLICY CLARIFICATION UPDATES

0-1 Table of Contents

Supersedes FS 0-1 (01/01/09)

Pages 1-4 - Updated section according to manual revisions.

0-4 Glossary

Supersedes FS 0-4 (10/01/06)

Page 19 - Removed definition of Self-employed Farmer.

**001 Gross and Net Monthly Income Standards/Thrifty Food Plan
Supersedes SNAP 001 (03/01/09)**

Page 3 - Updated the Thrifty Food Plan table as a result of the American Recovery and Reinvestment Act of 2009.

102-1 Civil Rights

Supersedes FS 102-1 (04/01/08)

Page 1 - Updated contact phone number.

104-1 Application Approval or Denial

Supersedes SNAP 104-1 (10/01/08), Bulletin 64 (09/09/08)

Page 1 - Added age 3 and older when sending the X010 notice, 'School Breakfast/Lunch Program' to all households with school-aged children.

Page 1 - Incorporated Bulletin 64 regarding if the prorated benefit amount for the initial month's allotment is less than \$10, the allotment is not issued for the initial month and sending the F125 notice, 'APPR SNAP BENEFIT PRORATED < \$10'.

Page 2 - Changed the minimum benefit amount from \$14 to \$16 as a result of the American Recovery and Reinvestment Act of 2009.

105-1 Expedited Services

Supersedes SNAP 105-1 (10/01/08)

Page 1 - Replaced agency conference with administrative review and added the administrative review is optional and will not delay or replace the fair hearing as a result of a Food and Nutrition Service (FNS) state agency operations review.

105-2 Destitute Migrant and Seasonal Farm Workers

Supersedes FMFS 105-2 (12/01/98)

Page 1 - Corrected less than \$25 to more than \$25.

Page 2 - Corrected less than \$25 to more than \$25.

201-6 Group Homes

Supersedes FS 201-6 (10/01/05)

Page 3 - Changed that Central Office will maintain file of forms and conduct periodic random reviews of group home lists of residents participating in SNAP to assure they are accurate and up to date.

Pages 4-5 - Updated the amount of the Thrifty Food Plan to \$200.

Page 6 - Updated the amount of the phone allowance to \$37.

301-2 Eligible Alien Status

Supersedes FS 301-2 (10/01/07), Bulletin 58 (04/21/08)

Pages 6-8 - Incorporated Bulletin 58 regarding special procedures for determining eligible alien status for Iraqi and Afghani immigrants.

Page 7 - Added NOTE that time limits do not apply to eligible qualified aliens and children under 18, who are eligible under normal program rules and ABAWD time limit provisions do apply to eligible aliens. Effective April 1, 2009 ABAWD time limits are suspended for all ABAWDS as a result of the American Recovery and Reinvestment Act of 2009.

Page 10 - Changed resources of an ineligible alien coded 'DS' on FS SEPA are excluded because the individual is expanded categorically eligible.

Page 11 - Updated National Average Wage Index Needed to Earn One Quarter of Coverage chart.

304-1 Categorical Eligibility

Supersedes SNAP (10/01/08)

Page 2 - Added ineligible due to failing or opting not to provide a social security number coded 'DS/IS' under households that may have ineligible household members and still be categorically eligible.

Page 2 - Added job termination under households that may have ineligible household members and still be categorically eligible.

Page 3 - Removed TEAMS currently counts the resources for categorically eligible individuals. If a non-categorically eligible household incorrectly fails the resource test, the OPA Case Manager must use the TEAMS work around (SNAP 400) until a TEAMS enhancement is completed.

Pages 4-5 - Updated examples due to expanded categorical eligibility policy.

400 Overview

Supersedes FS 400 (10/01/07)

Page 1 - Changed General Rule to the filing unit's resource eligibility is determined by evaluating the resources of each member who is coded on FS SEPA 'DF/IF', 'DQ/DR', 'DQ/FF', or 'DQ/OT'.

Page 1 - Added resources for categorically and expanded categorically eligible households and individuals are excluded.

Page 1 - Removed work around information regarding resources for categorically eligible

Page 1 - Under resource limits changed to read the maximum allowable resources including both liquid and non-liquid resources of all household members who are coded 'DF/IF', 'DQ/DR', 'DQ/FF', or 'DQ/OT' are subject to \$2,000 resource limit.

Page 2 - Changed example to a household who is not categorically or expanded categorically eligible.

Page 2 - Removed example referencing a vehicle as a countable resource.

602-2 Deductions ((Earned, Standard, Dependent Care, and Child Support

Supersedes SNAP 602-2 (10/01/08)

Page 4 - Replaced reference to use the 13 week method with rate/unit/frequency method.

602-4 Deductions (Shelter)

Supersedes FS 602-4 (10/01/08); Bulletin 65 (10/24/08), Bulletin 66 (12/02/08)

Pages 7-9 - Incorporated Bulletin 65 regarding new utility standard amounts.

Page 7 - Incorporated Bulletin 66 regarding space heaters do not entitle households to the SUA unless it is their only source of heat.

800 Overview

Supersedes FS 800 (04/01/06)

Page 1 - Changed the ABAWD time span.

803-1 Disqualification/Regaining Eligibility
Supersedes FS 803-1 (05/01/08)

Page 1 - Changed the ABAWD time span.

900 Overview

Supersedes FS 900 (04/01/03)

Page 1 - Updated section from food stamps to SNAP.

901-1 Replacement Conditions

Supersedes FS 901-1 (10/01/07)

Pages 1-2 - Updated section from food stamps to SNAP.

901-2 Replacement Codes-EBT

Supersedes FS 901-2 (02/01/02)

Pages 1-2 - Updated section from food stamps to SNAP.

902-1 Montana Access Card Returned/Re-Mailed

Supersedes FS 902-1 (10/01/04)

Pages 1-2 - Updated section from food stamps to SNAP.

Page 2 - Changed contact person from Penny Hunsaker or back-up person Yvette Barnier to contact person Mollye Gauer or the back-up person Penny Hunsaker.

903-1 Montana Access Card (EBT) Replacements

Supersedes FS 903-1 (04/01/03)

Pages 1-2 - Updated section from food stamps to SNAP.

905-1 Montana Access (EBT) Expungements

Supersedes FS 905-1 (04/01/03)

Pages 1-2 - Updated section from food stamps to SNAP.

1504-1 Over Issuance

Supersedes SNAP (10/01/08)

Page 2 - Added drug/alcohol treatment and rehabilitation programs are required to be authorized representatives. The drug/alcohol treatment and rehabilitation programs and are responsible to repay any over issuances. Claims must not be established against the household.

Page 2 - Changed Tammy Poppe's name to Melinda Cummings name to contact with case number when there is an over issuance claim to be established for a group home or drug/alcohol treatment and rehabilitation programs.

Page 4 - Added NOTE that if the OPA Case Manager could have known information at application, recertification, or the six month reporting period via a query but does not query or does not correctly query the other computer systems, it is considered an agency caused error.

Page 7 - Added the OPA Supervisor must enter a case note 'the same day' the overpayment was established.

Pages 14-17 - Removed procedures for establishing system and manually calculated overpayments and replaced with TEAMS processing guide link.

Pages 17-18 - Added compromising claims information.

1506-1 Requesting a Fair Hearing/Continuation of Benefits

Supersedes FS 1506-1 (04/01/06)

Pages 1-7 - Changed agency conference to administrative review as a result of the state agency operations review by Food and Nutrition Service.

Page 2 - Updated contact information for Office of Fair Hearings.

Page 5 - Clarified households are not eligible for continued benefits if the fair hearing is requested due to the recertification being denied.

1506-2 Administrative Review

Supersedes FS 1506-2 (04/01/06)

Pages 1-7 - Changed agency conference to administrative review as a result of the state agency operations review by Food and Nutrition Service.

1506-3 Case Management

Superseded FS 1506-3 (04/01/06)

Pages 1-9 - Changed Food Stamp Program to Supplemental Nutrition Assistance Program (SNAP).

1600 Forms

Supersedes FS 1600 (04/01/08)

Page 1 - Updated HCS/FS-004 Request to Offset Supplemental Nutrition Assistance (SNAP) Debt with Electronic Benefit Balance revision date 01/09

Page 1 - Updated HCS/FS-008 Supplemental Nutrition Assistance (SNAP) Six-month report revision date 02/09.

Page 2 - Updated HCS-214 Overpayment Log revision date 06/07.

Page 2 - Updated HCS-252 Supplemental Nutrition Assistance Program (SNAP) Application revision date 10/08.

Page 2 - Updated HCS-260B Supplemental Nutrition Assistance (SNAP) Change Report Form revision date to 02/09.

Page 2 - Updated HCS-272 Redetermination/Recertification Report revision date 02/09.

1702-1 SNAP E&T Operators

Supersedes FS 1702-I (04/01/03)

Page 1 - Added Silver Bow County.

1704-1 Nutrition Education Programs

Supersedes FS 1704-1 (04/01/03)

Page 1 - In "General Rule," clarified the role of the Nutrition Education Programs and added the name of the Coordinator.

Pages 1-2 - In "Contacts," updated number of counties served and updated contact phone numbers.

Policy/Procedure Tips & Reminders

Requesting Verification Cannot Be Limited to One Specific Document

When requesting verification, the request should not be limited to one specific document type for verification. Many requests for verification are limiting the household to one specific type of document such as requesting the last two months of pay stubs when proof of income is needed to process the application. If verification of income is needed, proof of income such as the last two months of pay stubs if the household anticipates the same for the next prospectively budgeted period, an employer form, or a statement from the employer with the information needed to prospectively budget the income should be requested. There are recent Fair Hearings rulings in the household's favor regarding applications that were incorrectly denied. When there is a request for verification and the household submits information but does not submit the exact documents that were requested, it shows the household is trying to cooperate with the application process. The OPA Case Manager must assist the household in obtaining the verification needed to process the application because the household is cooperating with the application process.

Coding of Ineligible Students

In a recent review of disqualification participation codes, several cases were discovered in which an ineligible student was being incorrectly coded with a 'DQ' code. The correct participation code for an ineligible student is 'OU'.